

# CAYUGA HIGH SCHOOL 2008-2009

**THIS BOOK IS THE PROPERTY OF:**

**WILDCAT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**LOCKER NO.:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**HOMEROOM:** \_\_\_\_\_

## CAYUGA SCHOOL SONG

O Cayuga Hear Us Singing

Of Our Love To Thee

We Promise Thee Our Hearts Devotion

True To Thee We'll Be

Happy Memories We Will Cherish

Loyalty Untold

We've Worked and Played and Sung Together

Hail Dear Black and Gold

Dear Cayuga High School Students:

The 2008-2009 school year is upon us. With this year, you have the opportunity to expand your knowledge and grow. Your growth will be both mental and physical. It is a chance to excel, to reach further than you ever imagined was possible. Set high expectations for yourself and for your friends. Never accept anything but the best.

This handbook will provide you with guidelines and procedures for successful school participation. The manual sets out expectations and requirements for your graduation. Study these expectations closely. Decide to be committed. Commitment is the one key factor which only you can provide. It determines the success of your efforts.

The CHS staff is a caring, knowledgeable, hard-working group of educators. They want the best for you and your family. Always feel free to call upon us at anytime.

The 2008-2009 school year will be a time for new beginnings. You are the “captains of your fate...”. Be sure to: 1) expect the best; 2) do your best; 3) accept the responsibility for your own actions; and 4) treat others as you would like to be treated.

Best wishes for a great year!!!

Bill Shead  
Cayuga High School Principal

## ***CAYUGA HIGH SCHOOL MISSION STATEMENT***

The mission of Cayuga High School is to prepare its students to become citizens who are able to make informed and intelligent choices between alternatives they will encounter during their lifetime. In collaboration with parents and community, Cayuga High School will provide a safe environment and help students develop a desire for excellence, while learning the skills to become contributing members of society.

## **FOREWORD**

This student handbook contains essential information regarding school policies and administrative regulations that govern the high school students. This information has been prepared to help you understand some of our school policies. We have attempted to include the policies and information most helpful and beneficial to the Cayuga High School students.

While this handbook does not include all the policies of our school and may be revised as the Texas Education Agency changes the rules and laws, it will serve as a guide to both students and parents.

We welcome your questions concerning this handbook. It is our desire that this will enable us to have better communication with you.

Sincerely,

Dr. Rick Webb, Superintendent  
Bill Shead, High School Principal  
Pam Taylor, Counselor

## **BOARD OF TRUSTEES**

Jeff Gunnels .....	President
Doug Lightfoot .....	Vice President
Todd Richards.....	Secretary
Jody Radford.....	Assistant Secretary
Jerry Don Kelley.....	Member
Donald Loving .....	Member
Jerry Sudduth.....	Member

**Cayuga High School**  
P. O. Box 427  
Cayuga, TX 75832  
(903) 928-2294 – High School

Notice of update policy:

During the course of the school year supplements or addendums to this handbook may be issued. These supplements would be for the express purpose of further explaining the implementation of the rules and policies which have been established by this manual.

The Cayuga I. S. D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The Cayuga I. S. D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The district will identify, evaluate, and provide an appropriate public education to students who are handicapped under Section 504, including homeless children. Pam Taylor, Middle School/High School Counselor, has been designated to coordinate compliance with these nondiscrimination requirements. She may be contacted at 903-928-2965 or P. O. Box 427, Cayuga, TX 75832.

Pest Control Information:

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the maintenance director by calling 903-928-2903.

Student Rights and Responsibilities: Sexual Harassment/Sexual Abuse

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment that are not minor shall be referred to the **Title IX (Sexual Harassment/Sexual Abuse) Coordinator for the District, Pam Taylor** (903-928-2956 or P. O. Box 427, Cayuga, TX 75832).

Complaints shall be in writing to assist in the District's investigation. While all complaints will be treated as confidential, limited disclosure may be necessary to complete a thorough investigation.

Bill Shead, High School Principal

**CAYUGA HIGH SCHOOL**  
OFFICE OF PRINCIPAL  
P. O. Box 427  
Cayuga, TX 75832

Dear Parents:

Supervision of students before and after school is a genuine concern to us. The buildings are not open, and there is no supervision provided before school opens. Therefore, we cannot assume responsibility for the safety and welfare of your son/daughter before 7:30 a.m. or after 4:00 p.m.

We are asking that you make a special effort to see that your child does not arrive at school before 7:30 a.m. and is picked up by 4:00 p.m., unless he/she is transported by CISD buses. A thirty-minute curfew is in affect following the conclusion of any ball game or other event held at Cayuga High School. All students should be picked up on or off campus no later than thirty minutes after the event ends.

Thank you for your cooperation.

Administrators and Staff

**CAYUGA HIGH SCHOOL**

**IT'S A FACT – WE CAN HELP**

Welcome to Cayuga High School. If you're returning, welcome; if you are new to CHS, we know you are going to like it here.

Our students are the **BEST** students in the state. We excel in everything from sports to academics; and pride is one of the main factors that make our students exceptional.

Below is a list of office people you need to know. Feel free to go to any of them for help.

Bill Shead	High School Principal	903-928-2294
Kelly Bain	High School Secretary	903-928-2294
Pam Taylor	Counselor	903-928-2965
Kim Dublin	Counselor Secretary, Attendance	903-928-2965

**Options and Requirements  
For Providing Assistance to Students Who Have Learning  
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Bill Shead

Phone number: 903-928-2294

**CAYUGA INDEPENDENT SCHOOL DISTRICT  
STAFF  
2008-2009**

ADMINISTRATION

Dr. Rick Webb	Superintendent	903-928-2102
Bill Shead	CHS Principal	903-928-2294
Sherri McInnis	CMS Principal	903-928-2699
Tracie Campbell	CES Principal	903-928-2295

DIRECTORS

Shelli Richards	Cafeteria	903-928-2959
Pam Taylor	Counseling	903-928-2965
Tommy Allison	Athletics	903-928-2294 or 903-928-2521
Pete Talley	Maintenance	903-928-2903
Joey Fitzgerald	Transportation	903-928-2903
Beverly Scheppler	Nurse	903-928-2786
Debbie Gazaway	Special Education	903-876-3685
Jackie Willingham	District Librarian	903-928-2294
Laura Poland	Psychologist	903-928-2295
Cheryl Ellis	Band	903-928-2294
Ron Acevedo	Technology Coordinator	903-928-2102

OFFICE PERSONNEL

Bertha Williams	CES Secretary	903-928-2295
Judy Fortner	CMS Secretary	903-928-2699
Kelly Bain	CHS Secretary	903-928-2294
Carol Pugh	Tax Assessor/Payroll	903-928-2102
Kim Dublin	PEIMS, Counselor Secretary	903-928-2965
Liz Sharp	Superintendent's Secretary	903-928-2102
Kellie Gatewood	Business Manager	903-928-2102

HIGH SCHOOL FACULTY

Tommy Allison	Deanna Frye	Maria Neeley
Mark Betts	Florentino Guerrero	Gina Pettiette
Greg Branch	Kathryn Hardy	Jeffrey Quattlebaum
Donna Brittain	Amy Hinote	Erin Rhone
Tammi Conrad	Russell Holden	Terry Short
Christine Drinkard	Joshua Hubik	Lynn Wicker
Stephen Drinkard	Kirsten Knippers	Jackie Willingham
Cheryl Ellis	Carla Mullens	Evelyn Yarborough

**SUPPORT STAFF**

**Paraprofessionals**

Kay Henry  
Ellisa Perry  
Jeannette Shead

**Cafeteria**

Shelli Richards  
Mary Henry  
Amy Lenior  
Tomas Slater  
Diane Smith  
Jewel Wilcher

**Maintenance**

Donald Burt  
Joe Floyd  
Barbara Granger  
Billy Webb

Terry Washington  
Johnnie Alexander  
Glenn Young  
Pete Talley

**Transportation**

Joey Fitzgerald  
Debra Brown  
Tammi Conrad  
Joseph Floyd  
Debbie Grasty  
Jill Hamil  
Carl Ivins  
Shelli Richards  
Don Sharp  
Jeannette Shead  
Pam Taylor

**Class Sponsors**

Freshmen .....Room 5  
Sophomores .....Room 8  
Juniors .....Room 17  
Seniors .....Room 18

**Clubs and Sponsors**

National Honor Society .....E. Rhone  
FFA.....M. Betts  
Annual Staff.....J. Willingham  
Cheerleaders .....A. Radford  
Student Council .....D. Frye  
H.S. U.I.L. ....  
Model U.N.....J. Quattlebaum  
Music.....C. Ellis  
One-Act Play.....K. Knippers

## **STUDENT HANDBOOK**

A student handbook containing policies and regulations on the rights and responsibilities of students, the Code of Conduct, and student discipline shall be distributed to all students, parents, teachers, and administrators at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, any parent, and any other person upon request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year.

Each student and parent shall sign a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined therein.

## **STUDENT INFORMATION**

Information concerning all students' names, addresses, and telephone listings is considered public information. Should you desire your child's name, address, or phone number not be released, please notify the campus principal in writing within ten days after school starts.

## **SOCIAL SECURITY NUMBERS**

The Texas Education Agency requires that all school districts provide Social Security Numbers for each student enrolled in the school district; therefore Cayuga I.S.D. is requesting you furnish a Social Security Number for your child/children.

## **OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U. S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, or ministers.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

## **DISPLAY OF YOUR CHILD'S ARTWORK, PROJECTS, AND OTHER SPECIAL WORK PRODUCTS**

As a parent, if you choose that your child's artwork, special projects, photographs, and the like not be displayed to the community on the district's Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

**BELL SCHEDULE**

**2008-2009 SCHOOL YEAR**

PERIOD 1	8:00-8:50
PERIOD 2	8:55-9:45
BREAK	9:45-9:55
PERIOD 3	10:00-10:50
PERIOD 4	10:55-11:45
PERIOD 5	11:50-12:40
LUNCH	12:40-1:15
PERIOD 6	1:20-2:10
PERIOD 7	2:15-3:05
AFTER SCHOOL TUTORIAL/ DETENTION	3:05-3:35

## SCHOLARSHIP INFORMATION

Scholarship information is periodically sent to the CHS senior counselor by various colleges, universities, and vocational training schools. Most university scholarships require a top 10 standing; however, other scholarships are also available. All scholarship information is announced in Senior English classes and a high school newsletter, upon receipt by the counselor, except those that are extended through committee selection. Deadlines for each scholarship vary. The student is responsible for contacting the counselor if he/she is interested in applying for a scholarship.

A few of the scholarships/awards available are:

- UIL State Participants
- Supporters of Higher Learning
- Memorial Scholarship
- Army ROTC Scholarship
- Trinity Valley Community College Music Scholarship
- University of Texas Achievement Award
- Tyler Jr. College Music Scholarship
- Anderson County Legal Secretaries' Association
- Wiley College Grant-in-Aid
- Veterans of Foreign Wars – Post 3907
- Voice of Democracy Scholarship
- Naval Reserve Officer Training Corp.
- Paris Jr. College Drama
- US Army Scholar – Athlete
- Area Go-Texan Scholarship
- Henderson County Livestock Show Scholarships
- Navy/Marine ROTC Scholarship
- Agape-Bois D'Arc Baptist Church
- Cayuga I.S.D. Scholarship
- Texas A&M Former Student Assn. Scholarship
- Texas Army National Guard
- Palestine Evening Lions Club
- Southern Methodist University Alumni Award
- Delta Kappa Gamma Scholarship
- Independent Colleges and Universities of Texas

For further information, contact the senior high counselor.

## GENERAL INFORMATION

### WHAT TO DO IF...

#### **You need to see the principal...**

Leave your name with the secretary and the principal will send for you at his convenience.

#### **You need to see the counselor...**

If possible, visit with him/her before school, during lunch, or after school. If not possible, leave your name with the secretary and the counselor will send for you at his/her earliest convenience. DO NOT leave class to see a counselor without a pass from your teacher. If you go to the counselor's office after the tardy bell rings, you will NOT be given a pass to class. A tardy will be recorded by the teacher.

#### **You need to see a certain teacher...**

Make arrangements with the teacher. Teachers are available before and after school to counsel with students.

#### **You are late to class...**

Ten minutes or less get tardy slip; more than ten minutes go to the office for an admit slip.

#### **You have been absent...**

Bring a note stating reason for the absence signed by a parent or guardian. The note must be presented to the office before school. Failure to do so will result in disciplinary action.

#### **You need to leave school...**

If you have a doctor's appointment or must leave school for some other reason, present a note signed by your parent or guardian in the attendance office before 8:00 a.m. Before leaving school, check by the office, pick up a school dismissal slip, and sign the checkout sheet. Failure to properly check out through the office will result in disciplinary action.

#### **You are hurt or ill...**

After receiving a note from the teacher, go immediately to the nurse's office. If she is not present, report to the main office, you will be allowed to call your parents or guardian to arrange transportation. Never leave campus without prior approval by the nurse, an administrator, or the school secretary.

#### **You have lost a book...**

Pay for the books as soon as possible. If the book is found, your money will be refunded.

#### **You have found a book or a personal item that is not yours...**

Turn them in to the "Lost and Found" in the office or to a teacher.

#### **You want an announcement made...**

Turn in a written request to the principal's secretary before 3:00 p.m. the day before the announcement is to be made for approval. It must be SIGNED by a faculty member.

#### **You want advice about college, schedules, personal problems...**

Go to the counselor before school, after school, during lunch, during advisory, or make an appointment with the counselor's secretary and the counselor will SEND for you. Do not miss or be tardy to class waiting for the counselor. This absence or tardy will be unexcused.

#### **You want a transcript of your record...**

Leave your name with the secretary in the Main Office or in the Counselor's Office. Give at least 24 hours notice to process the transcript.

**You want a verification of enrollment form...**

Leave your name with the secretary in the Main Office or in the Counselor's Office. You will be given a time to come back to pick up the form.

**You want to withdraw from school...**

Parents/guardians must sign a withdrawal form before a request can be initiated.

**You want a poster or sign displayed...**

Bring the poster or sign to the principal for approval before placing it on school property.

**GENERAL**

School opens:	7:30 a.m.
Class begins:	8:00 a.m.
Seven period day:	50 minute classes with five minute passes
Class ends:	3:05 p.m.
School closes:	3:45 p.m. unless under teacher direction and supervision

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## **ARRIVAL AND LEAVING CAMPUS**

The arrival of students on the school grounds before school buses arrive shall be discouraged. After arrival, students shall not be permitted to leave the school campus until school has been dismissed unless:

- A. The student has administrative approval;
- B. The student has met the required academic schedule, has parental permission, and administrative approval;
- C. The student is enrolled in the Vocational Co-Op Work Program. (Each student has to maintain good attendance and grades. The student is required to submit to the Principal's office a work schedule from his/her employer.)
- D. The Superintendent or his designee may allow a student to leave school and return (such as a doctor's appointment) or deny the student the right to return to school during school hours.

## **ASSEMBLIES**

Assemblies are often an excellent way for students to gain special programs that are not possible in an individual classroom. Behavior at assemblies is a true reflection of school loyalty. Some guidelines are necessary at all assemblies; they are as follows:

- A. Students should take their places quickly in their seats before the program begins. Please give your complete attention once the program has begun.
- B. There should be no whispering, laughing, or general conversation during the program.
- C. Applause should be courteous, not too loud, and never overly prolonged. Whistling and stomping are not in tune with good manners.
- D. Some assemblies will be optional—another area will be provided with supervised study if you decide the assembly is offensive to you. If an assembly is offensive, you must provide the office with a written statement 24 hours prior to the assembly so that other arrangements may be made for you.

## **ATHLETIC AWARDS**

During the Annual Sports Banquet, Most Valuable Players will be announced for each varsity sport. Rules and procedures for selecting the most valuable player will be determined by the head coach of each sport. These rules and procedures must be approved by the athletic director and high school principal.

In order to be eligible for the most valuable player, an athlete must have attended Cayuga School District for a minimum of one complete school year.

## **ATHLETIC PARTICIPATION**

A successful athletic program must be a cooperative effort of all sports. An athlete that has been dismissed from one sport for disciplinary reasons may not participate in another sport without permission of the athletic director and the head coach of the sport from which he/she has been dismissed.

For an athlete to be permanently dismissed from athletics, he/she must be given a hearing from a committee composed of the principal or his designee, athletic director, head coach, and the athlete's parent/guardian.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

It is also the law in Texas:

A student between the ages of 6 and 18 attend school as well as tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the

District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four month period.

A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. Additional absences, up to a maximum of five extracurricular absences per school year, shall be permitted when a student has: (1) a grade average of at least 70 in all courses; and (2) a grade average of at least 70 in all courses for all six-week grading periods for which grade reports have been issued.

Regular and prompt attendance is a very valuable and important good habit for students to form. Without a doubt, absence and tardiness are a frequent cause of failure. This bad habit formed early has a tendency to develop wrong attitudes toward life. To be counted present, the student must be present for at least 50% of the class period.

Attendance for credit: A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students who are in attendance for fewer than 90 percent of the days in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

When returning to school after an absence:

- A. A student must bring a note signed by the parent describing the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. All absences without doctor's notes will be considered unexcused absences. Doctor's notes must be presented within two weeks of the absence to be excused. These absences do count against exemptions for semester exams.
- B. The principal or designee will make all decisions concerning excused or unexcused absences. The decision may be reviewed by the attendance committee.
- C. The District shall accept the following as extenuating circumstances for the purpose of granting credit for a class: personal illness, sickness or death in the immediate family, quarantine, weather or road conditions, religious holidays, and any other unusual cause acceptable to the attendance committee. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District.
- D. If the attendance committee finds there are no extenuating circumstances for the absence, the committee shall deny credit for the class. If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board of trustees.

### **AWARDING OF LETTER JACKETS**

Letter jackets will be awarded based upon guidelines developed for the participation in UIL academic activities, band, and athletics. These guidelines are written and each sponsor, director, coach, etc. shall give participating students copies of the application guidelines. It is hoped the jacket will be worn with pride.

### **CAFETERIA AND SNACKS**

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the cafeteria.

Without exception, students must pay cash for their meals or have lunch money on their books to obtain a meal at breakfast and lunch. A full price breakfast is \$1.25 and lunch is \$2.00—Line 1 and \$2.00—Line 2.

Cafeteria facilities for hot lunches as well as hamburgers, french fries, etc., are available at the choice of the student. Students must observe orderly conduct in the cafeteria area and should place trays, disposable cartons, etc. in the proper areas. No drinks or food of any kind will be permitted in the hallway or classroom. No food is to be taken out of the Cafeteria. It is a violation of policy (Texas Public School Nutrition) if anyone other than parents, guardians, or grandparents bring food for children other than their own.

Students participating in the free or reduced lunch program should make application in the cafeteria.

The Cayuga High School campus is closed during lunchtime for all students. All students must bring their lunch or eat in the cafeteria.

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines.

### **CARE OF SCHOOL PROPERTY**

The student who has real school spirit has a pride in the appearance of the school premises. He keeps his desk free from marks, throws his waste paper into the baskets, not on the floor or the ground, closes doors quietly, and refrains from writing on any part of the building. Students are held responsible for and must pay for any school property that is damaged. The spirit of the students of Cayuga High School should be against untidiness, destructiveness, and rowdiness. **Please help the campuses remain attractive.**

### **CAREER PATHWAYS—TECH PREP**

Career and Technology education programs are provided through a partnership of Cayuga Independent School District and Trinity Valley Community College.

In order to provide students with career awareness and preparation, a four course articulation plan is available at Cayuga High School. A coherent sequence of both academic and career and technology courses are included in each career preparation program that directly relates and leads to post-secondary training and/or college credit.

Guidance services will be provided toward the development of career awareness, career orientation, career planning and career decision making skills, and to assist students in making and implementing informed educational and career choices.

Students will begin to explore career pathways that facilitate the integration of academic and occupational knowledge, skill, and attitudes necessary for entry into coherent sequencing of courses suited for a given career objective or goal.

Guidance assistance is available for every student before entering the 7<sup>th</sup> grade and during his/her middle school years.

The field of specialization that the articulation agreement between Cayuga I.S.D. and Trinity Valley Community College covers is Ranch Management. The courses that have been articulated are:

<u>High School Course</u>	<u>TVCC Course</u>
Intro. To Agri Mechanics and Agricultural Mechanics	AGME 1449 – Farm & Ranch Equipment
Business Computer Prog.	ITSE 1329 – Computer Logic and Problem Solving
Business Computer Info Systems I	POFI 1301 – Computer Applications I
Business Computer Info Systems II	ITSC 1309 – Software App. I

## **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Copying another person's work, such as homework, classwork, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in questions. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

## **CLASS RANKING**

Students who are ranked in the top ten percent of their graduating class must have an unassisted 90 average and are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students must be on the recommended or distinguished graduation program. Students and parents should see the counselor for further information about how to apply and the deadline for application.

## **CLUBS**

Student clubs and performing groups, such as band and athletic teams, may establish rules of conduct – and consequences for misbehavior – that are more strict than those for students in general. If the violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing a stricter standard shall be notified of the standards of behavior and of the specific consequences for violation of the standards.

## **COMPLAINTS**

Students or parents who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal. If not satisfied at that level, they can request a conference with the superintendent or designee and, ultimately, appear before the Board of Trustees, in accordance with Board Policy.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail using District computers is not private and may be monitored by District staff.

## **COMMUNICABLE DISEASES**

**Bacterial Meningitis** – State law requires the District to provide the following information:

**WHAT IS MENINGITIS?** Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

**WHAT ARE THE SYMPTOMS?** Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

**HOW SERIOUS IS BACTERIAL MENINGITIS?** If it is diagnosed early and treated properly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

**HOW IS BACTERIAL MENINGITIS SPREAD?** Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

**HOW CAN BACTERIAL MENINGITIS BE PREVENTED?** Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

**WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**  
You should seek prompt medical attention.

**WHERE CAN YOU GET MORE INFORMATION?** Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## CONTAGIOUS DISEASES

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. The principal shall exclude from attendance any student suffering from a reportable disease. These diseases include:

amebiasis	hepatitis, viral (A, B, or C)	rubella (German measles)
campylobacteriosis	impetigo	(including congenital)
chickenpox	infectious mononucleosis	salmonellosis, including
common cold with fever	influenza	typhoid fever
fifth disease	measles (rubeola)	scabies
(erythema infectiosum)	meningitis, bacterial	shigellosis
gastroenteritis, viral	mumps	streptococcal disease
giardiasis	pinkeye (conjunctivitis)	tuberculosis, pulmonary
head lice (pediculosis)	ringworm of the scalp	whooping cough

## **CORRESPONDENCE COURSES**

The District shall allow resident students, students temporarily residing abroad, out-of-school youths, and adults to earn units of credit in grades 9-12 by taking correspondence courses from another education institution.

Credit toward state graduation requirements shall be granted only under the following conditions:

1. The institution offering the course is the University of Texas at Austin, Texas Tech University, Division of Extension at Lubbock, Texas, or other public institution of higher education approved by the commissioner of education.
2. The correspondence course includes the state-required TEKS for such a course.
3. The specified course has been approved by the commissioner of education.

Resident students may earn a maximum of two of the total units required by the state through correspondence courses. The superintendent or designee may waive limitations on an individual basis for extenuating circumstances.

Prior to enrollment in correspondence courses, students shall make written request to the principal or his designee for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. The correspondence program shall be supervised by the high school principal. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing rankings. Please note: (1) a senior enrolled in a correspondence course must complete the course for graduation by April 15<sup>th</sup> of his/her graduating year (lessons, tests, etc.) and (2) students enrolled in a correspondence course that is a prerequisite to another course must complete the prerequisite course before enrolling in sequence course (ex: Alg. I is a prerequisite for Geometry).

## **COUNSELING**

### **A. Academic Counseling**

Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between graduation requirements for the minimum, recommended, and distinguished programs. Students who are interested in attending college, university, training school, or some other advanced education facility should work closely with the counselor so they make take the high school courses that will best prepare them for further studies. Counselors can also provide information about entrance examinations required by many colleges and universities as well as information about financial aid and housing.

### **B. Personal Counseling**

School counseling is also available to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should go to the Guidance Office. All matters will be held in strictest confidence.

### **C. Testing**

The CISD provides a comprehensive testing program which includes both group and individual assessment. These standardized assessment instruments are administered by qualified professionals. Upon request, the results of all tests are interpreted to administrators, teachers, parents, and students. TAKS and achievement test results are mailed to parents.

## **COURSE OFFERINGS**

The District shall offer the courses listed below in grades 9-12, and shall maintain evidence that students have the opportunity to take those courses every year or at least every other year for Chemistry II and/or Physics II.

1. English/Language Arts – English I, II, III, and IV
2. Mathematics – Algebra I, II, Geometry, Pre-Calculus, and Math Models. (Trigonometry and either Elementary Analysis or Analytic Geometry may be offered in lieu of Pre-Calculus.)
3. Science – Biology I, II, Chemistry I, II, Physics I, II, and Integrated Physics and Chemistry. Science courses shall be laboratory oriented.
4. Social Studies – United States History, World History, United States Government, and World Geography.
5. Economics with emphasis on the Free Enterprise System and its benefits.
6. Physical Education I and II.
7. Health Education.
8. Fine Arts – Courses selected from at least two of the three fine arts areas: art, music, and theater arts.
9. Business Education – Business Computer Information Systems I and II.
10. Vocational Education – courses selected from two program areas taught on a campus in the District with provisions for contracting for additional offerings with programs or institutions as may be pursuant to applicable rules for each contract.
11. Foreign languages – Levels I, II and III.

The District may offer additional courses from the State Board approved courses for grades 9-12 as necessary and appropriate for District students.

The District shall provide each student the opportunity to participate in all courses listed above. Students shall be given the opportunity each year to select courses in which they intend to participate from a list that includes all courses listed above. If the District is not going to offer all required courses every year, but will offer particular courses only every other year, it shall give notice of such fact to all enrolled students.

For those courses where ten or more students indicate they will participate or the course is required for a student to graduate, the District shall teach the course. For those courses where fewer than ten students indicate they will participate, the District shall use alternate delivery systems to provide the course and shall maintain evidence thereof.

#### Local Credit Courses

The District may offer one or more courses for local credit only. Such courses shall not be counted toward state graduation requirements, but shall be counted toward local unit credit in addition to state graduation requirements.

#### Special Education

The District shall comply with the policies, rules, and regulations of the Anderson County Plan A Co-Op.

### **CREDIT BY EXAM (WITHOUT PRIOR INSTRUCTION)**

Cayuga I.S.D. students are eligible to take the Credit by Examination (Without Prior Instruction) offered by the Region VII Education Service Center at Longview High School, Longview, Texas. These tests, designed by the University of Texas at Austin, are for students wishing to earn credit without prior instruction. In order to receive credit, the student must score 90 percent or above.

The complete four-test battery of exams (math, reading, language arts, science, and social studies) is required for grades 1-6. For grades 7-8, each subject area to be tested covers the essential knowledge and skills for a whole year. For high school exams (grades 9-12), each test covers the essential knowledge and skills for one semester. For example, if a student wishes to skip English I, he/she must take the exam for English IA and English IB. Students failing the test the first time may retake it at a later time. **However, in grades 1-8, there is no reexamination opportunity for students not achieving a passing score of 90 for these exams. There will be a deadline to register for any of these exams. Testing dates may be obtained in the Guidance Office.**

## DUAL/CONCURRENT CREDIT

Students classified as juniors or seniors may be granted credit for college courses taken at Trinity Valley Community College to fulfill credit for high school graduation under the following provisions:

1. Must have passed or be THEA exempt.
2. Must have approval from the principal.
3. Provide an affirmation in writing from the parents or guardian to the principal or counselor that the student has parental permission to take college courses.
4. The student pays all costs associated with taking the college courses and provides the District with an official college transcript showing the grade received. The grade must be a minimum of "C" to qualify for high school credit.
5. Grade will be weighted (Beginning with the freshman class of 2008 a weight grade of 10 points added to college grades [A, B, and C—None for D or F]).
6. Courses qualifying for dual credit are:

<u>TVCC</u>	<u>Cayuga High School</u>	<u>TVCC</u>	<u>Cayuga High School</u>
English 1301	English IV – 1 <sup>st</sup> Semester	Speech 1315	Speech – 1 <sup>st</sup> semester
English 1302	English IV – 2 <sup>nd</sup> Semester	Speech 1321	Speech – 2 <sup>nd</sup> semester
Govt. 2301	Govt. – One semester	U.S. Hist. 1301	U.S. Hist.-1 <sup>st</sup> Semester
Econ. 2301	Econ. – One semester	U.S. Hist. 1302	U.S. Hist. 2 <sup>nd</sup> Semester

## EARLY GRADUATION

Any student who wishes to graduate early must have an approved graduation plan on file in the counselor's office by May of his/her sophomore year. No student will be allowed to graduate early if required classes have not been completed during summer sessions at TVCC or Palestine High School (ie. Eng. 1301 & 1302 and/or English III).

## EMERGENCY EVACUATION PROCEDURES

### SHELTER IN PLACE

All students and personnel will stay in place. All doors must be locked. No will be allowed to leave until all is cleared. Students should be familiar with this procedure.

### BUILDING EVACUATION

All students and personnel will exit the school building to the football field. Students should be familiar with exits and routes.

### FIRE EVACUATION

All students and personnel will evacuate to predetermined designated areas avoiding blacktop areas, roads, and major access areas. Students should be familiar with exits and routes.

### SITE EVACUATION

All students and personnel will exit to buses located at the designated areas. ALL students, teachers, and staff will be loaded on buses and moved off the school campus. Students should be familiar with this procedure.

## EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## EXEMPTION POLICY

Ninth through twelfth grade students who have a semester average of **90 or above** and have not failed a six weeks in that class and who have no more than three absences may be exempt from semester exams.

Ninth through twelfth grade students who have a semester average of **80 or above** and have not failed a six weeks in that class and who have no more than two absence may be exempt from semester exams.

Ninth through twelfth grade students who have a semester average of **70 or above** and have not failed a six weeks in that class and who have no absences may be exempt from semester exams.

The absences are monitored by class period according to teachers' attendance records.

Students who have been placed in ISS, AEP, or suspended from school will **not be exempted** from semester exams.

Students who qualify for exemption from a test but who wish to take an exam may do so at no risk to their average. The exam can only help their average, not hurt it.

## EXTRACURRICULAR ACTIVITIES

1. The State Board of Education by rule shall limit participation in and practice for extracurricular activities during the school day and the school week. The rules must, to the extent possible, preserve the school day for academic activities without interruption for extracurricular activities. In scheduling those activities and practices, a school district must comply with the rules of the board.
2. A student enrolled in a school district in this state or who participates in an extracurricular activity or a University Interscholastic League competition is subject to school district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of the board of trustees of the district.
3. Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

--A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.

--A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.

--Any restrictions on participation related to discipline are set out in the Student code of conduct.

\*By state standards a grade less than 70 in any of the classes listed does not affect a student's eligibility. However, it is important to remember that school districts may voluntarily impose stricter standards than those cited in this document. Therefore, a school district has the authority to adopt a policy that would count grades in these classes for eligibility purposes if it wishes to do so.

1. English/Language Arts: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual".
2. Fine Arts: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual". Art IV, Dance IV, Music IV, and Theatre IV.
3. Languages Other Than English: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual" and languages other than English courses Level IV-VII.
4. Mathematics: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual" Trigonometry, Elementary Analysis, Analytic Geometry, Precalculus, Calculus, Linear Algebra, and Advanced Mathematics for Business.
5. Science: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual," Biology II, Physics II, and Chemistry II.
6. Social Studies: All College Board advanced placement courses and International Baccalaureate courses in the discipline, and high school/college concurrent enrollment classes that are included in the "Community College General Academic Course Guide Manual".

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or dues, including:

1. Club dues
2. The materials for a class project the student will keep
3. Voluntary purchases of pictures, publications, class ring, etc.
4. Student accident insurance and insurance on school-owned instruments
5. Instrument rental and uniform maintenance
6. Student identification cards, parking fees, and security deposits
7. Fees for damaged library books and school-owned property
8. Overdue fines on library books

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

### **THE CAYUGA PROGRAM FOR THE GIFTED/TALENT STUDENT**

According to State Law, a "gifted and talented student" is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

1. exhibits high performance capability in an intellectual, creative, or artistic area;
2. possesses an unusual capacity for leadership, or
3. excels in a specific academic field.

Cayuga gifted and talented students will have needs met in the following academic areas: Language Arts, Mathematics, Science, and Social Studies. CHALLENGE is a pull-out program for identified G/T students in Cayuga Elementary. Cayuga Middle School and High School identified G/T students will have needs met in advanced level Language Arts, Mathematics, Science, and Social Studies classes.

**NOMINATION**

Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested person.

**IDENTIFICATION CRITERIA**

Criteria to identify gifted and talented students has been established in the Board-approved program for the gifted and talented. It is specific to the state definition of gifted and talented and ensures the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged and students with disabilities.

**PARENTAL CONSENT**

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

**SELECTION**

A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students shall be established at the elementary level and at the secondary level. This committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.

**ASSESSMENTS**

Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not limited to the following: achievement tests, intelligence tests, behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, student/parent conferences, and student work products.

**NOTIFICATION**

Parents and students shall be notified in writing upon selection of the student for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission of the students and the parents before a student is placed in a gifted program.

**REASSESSMENT**

The District shall reassess students to determine appropriate program placement when a student moves from the elementary level to the middle school and from the middle school level to the high school.

**TRANSFER STUDENTS**

When a student identified as gifted by a previous school district transfers into the District, the student's records shall be reviewed by the selection committee to determine if placement in Cayuga's program for gifted and talented students is appropriate.

The committee shall make its determination within 30 days of the student's enrollment in the District and receipt of transferred records and shall base its decision on the transferred records, observations reports of District teachers who instruct the student, and student/parent conferences.

**FURLOUGHS**

Students unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent.

A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, be removed from the program, or be placed on another furlough.

**EXIT PROVISIONS**

Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from

the program, the District shall honor that request after a conference with the selection committee or its representatives.

**APPEALS**

Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at Level Two.

**PROGRAM EVALUATION**

The gifted program shall be evaluated periodically, and evaluation information shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community. The evaluation process shall ensure that those involved in the planning and implementation of the gifted program are also involved in its evaluation.

**COMMUNITY AWARENESS**

The District shall ensure that information about the District’s gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

**GRADING**

**Grade Requirements**

1. A District may not grant social promotions. Students are promoted on the basis of academic achievement.
2. A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course. The use of a grade of 70 on a scale of 100 determining whether students may be advanced from one level to the next or receive credit in a course applies to grades 6-12.
3. AP and Honor courses may be assigned a grade of above 100.
4. Courses that have been modified by the student’s ARD committee as to the required content of the Texas essential knowledge and skills (TEKS) and reflected in the student’s IEP shall not earn the same number of grade points as regular classes.
5. Students opting to be removed from athletics during the semester will be given a grade of 0 for the remainder of that semester.

**Grade Classification**

After the 9<sup>th</sup> grade, students are classified according to the number of units of credit earned toward graduation.

<b>Units of Credit Earned</b>	<b>Grade Placement</b>
6	10th
12	11th
18	12th

\*\*\*Students will be classified for grade placement at the end of each school year only. Semester reclassifications are not permissible.

**General Procedures**

1. Report cards which follow the grading system listed below will be issued every six weeks:  
A = 90 – 100  
B = 80 – 89  
C = 70 – 79  
F = Below 70 – Failing
2. At the end of the first three weeks of a grading period, the school district shall provide notice of grades to the parent or guardian.
3. Grades on returned papers will be justified through indication of errors or a statement of explanation.

4. Excused and unexcused absences are determined by the principal's office.
5. Grades will be validated by labeling the grade books, homework, tests, daily work, special projects.
6. The academic grade will not be lowered because of poor conduct. Conduct and academic achievement will be kept separate on the report cards.

### **Grading/Evaluation**

The assigning of a grade should reflect a student's mastery of the skills and content of the course. Six weeks grades shall be assigned according to the policy as set out by each teacher and approved by the building principal. For transfer students, in the event a numerical value cannot be obtained for a letter grade, the high school principal shall make the following conversion:

- a. Grades recorded as A-, A, or A+, or their equivalents, shall be assigned the value of 92, 95, or 98 respectively.
- b. Grades recorded as B-, B, or B+, or their equivalents, shall be assigned the value of 82, 85, or 88 respectively.
- c. Grades recorded as C-, C, or C+, or their equivalents, shall be assigned the value of 75, 77, or 79 respectively.
- d. Grades recorded as D-, D, or D+, or their equivalents, shall be assigned the value of 70, 72, or 74 respectively.
- e. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

### **Formative (On-going) Evaluation**

The purpose of formative (on-going) evaluations is to determine the student's mastery of instructional objectives as they are taught or shortly afterwards.

### **Summative (Six Weeks)**

The purpose of summative evaluations is to determine, in a more formal way, the mastery and retention of instructional objectives. While all objectives are tested by on-going evaluations, only the important ones, especially those basic to the future success of the student, should be included in the summative evaluations. Throughout the six weeks period, the teacher should prepare students for major exams; indeed, on-going checks and tests are preludes to the major or final exam.

### **Semester Exams – The semester exam shall count as 1/7 of the semester grade**

All semester exams shall be comprehensive in nature. The exam must measure the mastery of the skills or content of the course. Portions of final exams may be given prior to exam days; however, at least some portion of the final must be given at the scheduled exam period.

### **Eligibility for Valedictorian and Salutatorian**

To be eligible for the Valedictorian and Salutatorian honors, a student must attend Cayuga High School for at least two years of the student's career and all of the student's senior year must be at Cayuga High School. The honors shall be based upon grade points earned from freshman year through fifth six weeks of the senior year.

**Entering Freshmen of 2001 and beyond:** To determine GPA, class ranking, and recipients of the Valedictorian and Salutatorian awards, school personnel will use numeric grades earned for all courses taken during their Freshman, Sophomore, Junior and Senior year. The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the two years preceding graduation and must have completed the Recommended Program or Distinguished Achievement Program for graduation and must be graduating in exactly eight semesters. To be ranked in the top 10% of a graduating class, students must be on the recommended or distinguished graduation program. **NOTE: Spanish II and III will not be considered Honors courses and will not carry grades above 100 beginning with the freshmen class of 2004-2005.**

Grades will be recorded on the report card and transcript. The maximum grade will be 110 for honor classes. Classes that are considered honors classes that may carry grades above 100 are:

Math	Trigonometry, Pre-calculus, Calculus, Elementary Analysis, and Analytic Geometry
Science	AP Biology, AP Anatomy and Physiology, AP Chemistry, Physics I and AP Physics
AP English	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grade courses
Social Studies	AP World History

By using the grade on the transcript, all grade points will be based on a 4.0 scale. (This will be reflected on all transcripts, scholarship applications, etc.)

**NOTE: GRADE POINT AVERAGES**

Total grade points divided by number of semesters attempted (include courses failed)

- Grade points will be issued according to subjects taken and the semester grades earned in the same subjects. PE equivalent credits include 1<sup>st</sup> semester marching band, tennis, baseball, or any activity course.
- A fall (1<sup>st</sup>) semester of band will apply to the PE waiver (credit). A spring (2<sup>nd</sup>) semester of band will be considered as Fine Arts or an elective credit and will be included in the GPA.
- Classes taken prior to high school enrollment that are included as high school credit will not be included in the GPA. Example: When a student takes Algebra I in the 8<sup>th</sup> grade, he/she will be given credit, but it will not be reflected in his/her GPA.
- Senior GPA's and ranks are checked after the end of the 5<sup>th</sup> six weeks and foreign exchanged students will not be ranked.
- If a student drops a weighted course or is removed from a weighted course during the semester, the grade of any prior six weeks remains as recorded.

**GRADUATION REQUIREMENTS**

The State Board of Education by rule shall determine curriculum requirements for the minimum, recommended, and distinguished high school programs that are consistent with the required curriculum under Section 28.002 of the Texas Education Code. A student may graduate and receive a diploma only if the student successfully completes:

- the curriculum requirements identified by the board and the exit-level assessment instrument administered under Section 39.023 (b) or each end-of-course assessment instrument required to be adopted under Section 39.012 (c); or
- an individualized education program developed under Section 29.005.

All students shall complete a minimum of 25 units of credit to receive a high school diploma. However, a student may choose to follow the recommended plan or the advanced high school program (known as Distinguished Achievement Program). The two graduation programs are as follows for **entering freshmen of 2004-2005 and thereafter**.

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM 25 CREDITS</b>	<b>DISTINGUISHED PROGRAM 26 CREDITS***</b>
<b>English Language Arts and Reading</b>	<b>4 credits</b> English I, II, III, and IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	<b>4 credits</b> English I, II, III, and IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Mathematics</b>	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.
<b>Science</b>	<b>3 credits</b> selected from four specified areas as indicated below. (No more than one credit may be chosen from each of the four areas.) *Integrated Physics & Chemistry	<b>3 credits</b> selected from four specified areas as indicated below. (No more than one credit may be chosen from each of the four areas.) *Integrated Physics & Chemistry

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM 25 CREDITS</b>	<b>DISTINGUISHED PROGRAM 26 CREDITS****</b>
<b>Science (continued)</b>	*Biology, AP Biology, or IB Biology *Chemistry, AP Chemistry, or IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics Students are encouraged to take Biology, Chemistry and Physics.	*Biology, AP Biology, or IB Biology *Chemistry, AP Chemistry, or IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics Students are encouraged to take Biology, Chemistry and Physics.
<b>Social Studies</b>	<b>3½ credits</b> must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	<b>3½ credits</b> must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Economics with emphasis on the free enterprise system and its benefits</b>	<b>½ credit</b>	<b>½ credit</b>
<b>Physical Education</b>	<b>1½ credit</b> to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.	<b>1½ credit</b> to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.
<b>Health Education</b>	<b>1 credit</b> or Health Science Technology (1 credit)	<b>1 credit</b> or Health Science Technology (1 credit)
<b>Languages Other Than English</b>	<b>2 credits</b> must consist of Level I and Level II in the same language	<b>3 credits</b> must consist of Level I, II and III in the same language
<b>Fine Arts</b>	<b>1 credit</b> (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	<b>1 credit</b> (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Speech</b>	<b>1 credit</b> selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation	<b>1 credit</b> selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation
<b>Technology Applications</b>	<b>1 credit</b> selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	<b>1 credit</b> selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Program Credits Excluding Electives</b>	<b>22.5 credits</b>	<b>23.5 credits</b>
<b>Additional Components</b>	<b>2.5 credits from:</b> The list of courses approved by the SBOE from Grades 9-12 (relating to Essential Knowledge and Skills). State-approved innovative courses.	<b>2.5 credits from:</b> The list of courses approved by the SBOE from Grades 9-12 (relating to Essential Knowledge and Skills). State-approved innovative courses.

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM 25 CREDITS</b>	<b>DISTINGUISHED PROGRAM 26 CREDITS***</b>
	JROTC (1 to 4 credits), or Driver Education (.5 credit)	JROTC (1 to 4 credits), or Driver Education (.5 credit)
<b>Total Program &amp; Elective Credits</b>	<b>25 credits</b>	<b>26 credits</b>

**\*\*\*DISTINGUISHED ACHIEVEMENT PROGRAM**

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in art, science, business, industry, or in community service. Advanced measures focus on demonstrated student performance at the college or professional level. Student performance is assessed through an external review process.

**Requirements of the Distinguished Achievement Program:**

Students who participate in the recommended high school program must receive any combination of four of the following advanced measures (Example: two AP examinations, one college course; four AP examinations).

- ^ a score of three or above on the College Board Advanced Placement Examination;
- ^ a score of four or above on an International Baccalaureate examination;
- ^ a grade of 3.0 (B) or higher on courses that count for college credit, including tech prep programs;
- ^ a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

Beginning in the 2004-2005 school year, all students in grade 9 will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement were reached among:

- The student;
- The student's parent or person standing parental relation; and
- The counselor
- The high school principal.

Designated students shall complete a minimum of 25 units of credit to receive a high school diploma. The minimum program is as follows for entering freshmen of 2004-2005.

<b>DISCIPLINE</b>	<b>MINIMUM PROGRAM 25 CREDITS</b>
<b>English Language Arts and Reading</b>	<b>4 credits</b> – English I, II, III, and IV The fourth credit of English may be satisfied by either: English IV, Research/Technical Writing, Creative/Imaginative Writing, Practical Writing Skills, Literary Genres, Business Communications, Journalism, or Concurrent Enrollment in college English course.
<b>Mathematics</b>	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one local credit.
<b>Science</b>	<b>3 credits</b> to include one from Biology, Chemistry or Physics
<b>Social Studies</b>	<b>3½ credits</b> must consist of: *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies since Reconstruction (1 credit) *U. S. Government (1/2 credit)
<b>Economics with emphasis on the free enterprise system and its benefits</b>	<b>½ credit</b>
<b>Physical Education</b>	<b>1½ credits</b> to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.

<b>DISCIPLINE</b>	<b>MINIMUM PROGRAM 25 CREDITS</b>
<b>Health Education</b>	<b>1 credit</b> or Health Science Technology (1 credit)
<b>Languages Other Than English</b>	<b>None</b>
<b>Fine Arts</b>	<b>None</b>
<b>Speech</b>	<b>1 credit</b> selected from either: Communication Applications, Speech Communications, Public Speaking, Debate, or Oral Interpretation
<b>Technology Applications</b>	<b>1 credit</b> selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation, Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology.
<b>Program Credits Excluding Electives</b>	<b>19.5 credits</b>
<b>Elective Credits</b>	<b>5.5 credits</b>
<b>Total Program &amp; Elective Credits</b>	<b>25 credits</b>

All students shall complete a minimum of 25 units of credit to receive a high school diploma. However, a student is required to follow the recommended plan or the advanced high school program (known as Distinguished Achievement Program). The two graduation programs for entering freshmen of 2007-2008 and thereafter.

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM 26 CREDITS</b>	<b>DISTINGUISHED PROGRAM 26 CREDITS***</b>
<b>English Language Arts and Reading</b>	<b>4 credits</b> English I, II, III, and IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	<b>4 credits</b> English I, II, III, IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Mathematics</b>	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.
<b>Science</b>	<b>4 credits</b> selected from the specified areas as indicated below. *Biology, AP Biology, or IB Biology *Integrated Physics and Chemistry (IPC) *Chemistry, AP Chemistry, IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics *Environmental Systems	<b>4 credits</b> selected from the specified areas as indicated below. *Biology, AP Biology, or IB Biology *Integrated Physics and Chemistry (IPC) *Chemistry, AP Chemistry, IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics *Environmental Systems
<b>Social Studies</b>	<b>3½ credits</b> must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit)	<b>3½ credits</b> must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit)

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM 26 CREDITS</b>	<b>DISTINGUISHED PROGRAM 26 CREDITS***</b>
<b>Social Studies (continued)</b>	Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Economics with emphasis on the free enterprise system and its benefits</b>	½ credit	½ credit
<b>Physical Education</b>	1½ credits to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.	1½ credits to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.
<b>Health Education</b>	½ credit or Health Science Technology (1 credit)	½ credit or Health Science Technology (1 credit)
<b>Language Other Than English</b>	2 credits must consist of Level I and Level II in the same language	3 credits must consist of Level I, II and III in the same language
<b>Fine Arts</b>	1 credit (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	1 credit (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Speech</b>	½ credit selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation	½ credit selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation
<b>Technology Applications</b>	1 credit selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	1 credit selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
<b>Program Credits Excluding Electives</b>	22.5 credits	23.5 credits
<b>Additional Components</b>	3.5 credits from: The list of courses approved by the SBOE from Grades 9-12 (relating to Essential Knowledge and Skills). State-approved innovative courses. JROTC (1 to 4 credits), or Driver Education (.5 credit)	2.5 credits from: The list of courses approved by the SBOE from Grades 9-12 (relating to Essential Knowledge and Skills). State-approved innovative courses. JROTC (1 to 4 credits), or Driver Education (.5 credit)
<b>Total Program &amp; Elective Credits</b>	26 credits	26 credits

**\*\*\*DISTINGUISHED ACHIEVEMENT PROGRAM**

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in art, science, business, industry, or in community service. Advanced measures focus on demonstrated student performance at the college or professional level. Student performance is assessed through an external review process.

**Requirements of the Distinguished Achievement Program:**

Students who participate in the recommended high school program must receive any combination of four of the following advanced measures (Example: two AP examinations, one college course; four AP examinations).

- ^ a score of three or above on the College Board Advanced Placement Examination;
- ^ a score of four or above on an International Baccalaureate examination;
- ^ a grade of 3.0 (B) or higher on courses that count for college credit, including tech prep programs;
- ^ a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

Beginning in the 2006-2007 school year, all students in grade 9 will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement were reached among:

- The student;
- The student’s parent or person standing parental relation; and
- The counselor
- The high school principal.

Designated students shall complete a minimum of 25 units of credit to receive a high school diploma. The minimum program is as follows for **entering freshmen 2006-2007**.

<b>DISCIPLINE</b>	<b>MINIMUM PROGRAM 25 CREDITS</b>
<b>English Language Arts and Reading</b>	<b>4 credits</b> – English I, II, III, and IV The fourth credit of English may be satisfied by either: English IV, Research/Technical Writing, Creative/Imaginative Writing, Practical Writing Skills, Literary Genres, Business Communications, Journalism, or Concurrent Enrollment in college English course.
<b>Mathematics</b>	<b>4 credits</b> to include: Algebra I, Geometry, Algebra II, and one local credit.
<b>Science</b>	<b>4 credits</b> to include one from Biology, Chemistry or Physics
<b>Social Studies</b>	<b>3½ credits</b> must consist of: *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies since Reconstruction (1 credit) *U. S. Government (1/2 credit)
<b>Economics with emphasis on the free enterprise system and its benefits</b>	<b>½ credit</b>
<b>Physical Education</b>	<b>1½ credits</b> to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.
<b>Health Education</b>	<b>½ credit</b> or Health Science Technology (1 credit)
<b>Languages Other Than English</b>	<b>None</b>
<b>Fine Arts</b>	<b>None</b>
<b>Speech</b>	<b>½ credit</b> selected from either: Communication Applications, Speech Communications, Public Speaking, Debate, or Oral Interpretation
<b>Technology Applications</b>	<b>1 credit</b> selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation, Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer

**DISCIPLINE****MINIMUM PROGRAM  
25 CREDITS**

<b>Technology Applications (continued)</b>	laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology.
<b>Program Credits Excluding Electives</b>	<b>19.5 credits</b>
<b>Elective Credits</b>	<b>5.5 credits</b>
<b>Total Program &amp; Elective Credits</b>	<b>25 credits</b>

**GRADUATION**

Cayuga High School, as other public schools in Texas, operates under an annual promotion policy and, therefore, holds annual commencement exercises. The following procedures shall be applicable:

- A. No student shall participate in the graduation exercises until all state and local requirements for Graduation have been successfully completed.
- B. Residency requirements: a senior must be enrolled twelve (12) weeks prior to graduation. In order for a student to attend and participate in the graduation exercises, he/she must attend all mandatory rehearsals. Failure to attend all rehearsals precludes participation in the graduation ceremony, unless excused prior to rehearsal by the principal.
- C. Participation in the graduation or commencement exercises is strictly a voluntary activity. Because of this, high expectations of behavior are required.
- D. To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination.
- E. A parent is entitled to request, with the expectation that the request will not be unreasonably denied, that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation.

**HALL PERMITS AND HALL MANNERS**

Students are not allowed to roam through the building or to remain in rooms of the building in which they are not scheduled. A student wishing to leave a room for any purpose during a period is **required** to secure a **written** permit from the teacher. A student is not permitted to disrupt another class to see another student or a teacher on duty. Students may enter the halls in the morning to go to their lockers or the band hall. On bad weather days, the gym will be available until 7:50 a.m.

Hall manner rules are as follows:

1. Passes are required to pass in the hall during the school day other than the passing period.
2. Passes will be required to use the library during lunch period.
3. Running in the halls is not permitted.
4. PDA (Public Display of Affection) is not permitted at Cayuga Schools.
5. Students out of class and in the halls must get to their destination quickly and not linger in the halls.
6. Excessive noise in the halls will not be tolerated.
7. All students must not delay clearing the building while on their lunch period. This includes work-study students and all students leaving the building.
8. **STUDENTS ARE TO COOPERATE TOTALLY WITH ANY FACULTY OR STAFF MEMBER WHO QUESTIONS A STUDENT'S DESTINATION.**

**HEALTH RELATED MATTERS****Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or a school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA]

### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the IPM room. If you have any questions, please contact Pete Talley.

### **Pest Management Plan**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide applications inside their child(ren)'s school may contact Pete Talley.

### **School Health Advisory Council**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the school year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA]

## **HOMEWORK – PHILOSOPHY**

- A. Home study assignments are necessary for a student to develop independently the ability to plan or organize, to give practice in study skills, and to provide for drill, preparation, and recall.
- B. Home study assignments have a purpose and students understand this purpose.
- C. A wholesome relationship between home and school should be one of the important goals achieved in the assignment of homework.
- D. A reasonable amount of homework is an important part of a student's education. This is not to mean that advanced students will be penalized by being given an excessive amount of homework.
- E. The term "homework" also includes home study assignments in which no written work is to be turned in.
- F. Homework assignments may be of many types: weekly assignments, projects, drill, absence make-up, study or review, preparation for regularly scheduled tests.
- G. As students progress into the secondary and upper secondary levels, it is strongly recommended homework for the content subjects be primarily of the weekly, long-range, and study type, rather than day-to-day assignments (with the exception of math).
- H. Homework will always be recognized as completed by means of a check, initial, or other means as determined by the teacher. Homework will be evaluated and feedback will be provided by the teacher.

## **HONOR COURSE FAILURES**

If a student, in any Honor course, fails a six weeks, school personnel has the right to change the schedule of that student to regular course work.

## **HONOR ROLL**

One of the most important objectives of high school is the development of scholarship. In order to encourage students to put forth their best efforts, an honor roll has been developed distinguishing academic excellence.

The six weeks honor roll is recognized and made public at the end of each six weeks by the principal. Cayuga High School will recognize two types of honor rolls:

- 1. "Distinguished Honor Roll" is limited to students who have a 4.0 GPA or higher in every subject for the six weeks.
- 2. "Honor Roll" is reserved for students who have not made less than a 3.0 GPA or equivalent in any class for the six weeks.

## **IMMUNIZATIONS**

Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations and social security number. Guidelines for immunizations required by the Texas Education Agency and the Texas Department of Health are outlined in the Board Policy Manual, Policy FFAB (Legal).

## **INCOMPLETE GRADES**

A student receiving an incomplete grade in a course for a six-week grading period is considered ineligible for extracurricular activities, until the incomplete is cleared. If the incomplete grade is not rectified within ten days, the incomplete will be replaced with a grade of 50.

## **INSURANCE**

The District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardian are accepting full responsibility for costs associated with a student's injury or injuries.

**The District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.**

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

### **LEAVING THE BUILDING DURING SCHOOL HOURS**

Students will be unable to leave the school campus once they arrive unless written permission is received from the parents or individuals on the student's contact list. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Before leaving school, check by the office and sign the checkout sheet. Failure to properly check out through the office will result in disciplinary action. For a student to be released by the classroom teacher, the office must send written notice to the classroom teacher.

### **LIBRARY**

The school library is a pleasant place in which to read or study. It is open from 7:50 a.m. until 3:35 p.m. daily. Students must have a pass signed and dated by a teacher to come to the library. General regulations are:

- A. All general reference books (encyclopedias, dictionaries, etc.) are used only in the library.
- B. Reserved books may be used for only one period at a time.
- C. Reserved books may be checked out for overnight use immediately after school, but must be returned before the first period on the following day.
- D. Books may be renewed once, after a two-week check out.
- E. Lost or damaged books must be paid for or replaced.
- F. Students with overdue books will not be permitted to check out other books until those overdue books are turned into the library.
- G. A fine of five cents a day is charged on all late books, but may be paid by an absence permit if the lateness is due to an absence from school. All fines must be paid before a student will be allowed to check out another book.
- H. Current issues of magazines or newspapers are to be used only in the library. Previous issues will be checked out through the librarian.

### **LITTER**

Please do your part in keeping our campus clean by using trash barrels and waste receptacles. Also, do not be afraid to pick up someone else's trash—it might even make you feel superb.

### **LOCKERS AND LOCKER INSPECTION**

A student is expected to use only the locker assigned to him/her. **DO NOT** share or change lockers. Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to others. A copy of the combination or a key must be provided to the office.

Searches of lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's locker.

## LOST AND FOUND

Students who find articles should take them to the principal's office. Please check there for missing belongings.

## MEDICATION AT SCHOOL

The Cayuga Board of Trustees authorizes personnel to administer medication to a student under the following guidelines:

- A. The School District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
- B. When administering prescription medication, the medication appears to be in the original properly labeled container provided by the parent along with a written request.
- C. All prescription medication for students shall be kept in the nurse's office.
- D. A student with asthma/diabetes who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma/diabetes medication and supplies at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed such medication for use during the school day.

### Steroids

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

### Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or other employees as appropriate. However, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

## MINIMUM REQUIREMENTS FOR EARNING ONE CREDIT

If a student passes the first semester of a course but fails the second semester, they will receive one-half (0.5) credit. However, if they fail the first semester and pass the second semester with a grade high enough to give a yearly average of "70" or more, they will be given one (1) credit. If the second semester only is passed but does not give a yearly average of "70" or above, the student is given one-half (0.5) credit for the second semester. **THIS APPLIES TO CONSECUTIVE SEMESTERS ONLY.** If both semesters are failed during the school year, the entire course must be re-taken and passed as specified to gain credit.

## MOVING

Students who move within the school district during the summer or the school year should report the change to the attendance secretary in the principal's office within ten school days.

## NATIONAL HONOR SOCIETY

Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class. He/she must be taking a minimum of four courses (either high school or college). He/she shall have a minimum numeric average of 90 in each class (out of a scale of 100) for one semester. The student must maintain A's and B's in all classes to remain in the chapter. The student's eligibility shall then be considered based on his/her service, leadership, and character. The final selection of members shall be by a majority vote of the Faculty Council.

## NATIONAL TESTING PROGRAM

### **Preliminary Scholastic Aptitude Test (PSAT)**

The PSAT is designed for high school juniors (optional for sophomores). It serves as a practice test as well as an instrument used to identify National Merit Scholars. This test is administered in the fall. (Registration packets are available in the counselor's office.)

### **Achievement Tests – Juniors and Seniors**

The achievement tests are one hour multiple choice tests in specific subjects. Unlike the SAT, which measures more general abilities, achievement tests measure a student's knowledge of particular subjects and a student's ability to apply that knowledge. Some colleges require this test for admission or various combinations of tests. (Registration packets are available in the counselor's office.)

### **American College Test (New ACT) – Scholastic Aptitude Test (SAT)**

The SAT and ACT are college admission tests designed to enable college officials to evaluate student's ability to do college-level work. Juniors and seniors are encouraged to register for these tests early.

NOTE: Only one college admission test, SAT or ACT, is required for college entrance. A fee is attached to each test.

Seniors who wish to apply for scholarships need to take the ACT or SAT tests at the earliest possible dates.

All senior athletes applying for athletic scholarships should follow the NCAA test rules.

### **The College Level Examination Program (CLEP)**

The CLEP is designed for high school seniors who are interested in earning college credits through testing. This test is administered at Trinity Valley Community College (TVCC). Call (903) 675-6385 or see the counselor.

### **General Educational Development (GED)**

The GED is administered to students who fail to complete a high school program. See the counselor for enrollment procedures.

### **Career Planning Survey by A.C.T.**

Administered to 8<sup>th</sup> graders.

### **Otis-Lennon Ability Test (IQ) (Local)**

The IQ test is administered to second grade students each fall and to students who are transfers to the District.

### **PLAN**

Administered to 10<sup>th</sup> grade students.

### **Diagnostic Assessment (Local)**

The CISD professional staff administers diagnostic tests to students to determine placement in the following areas: special programs, special courses, academic advancement, grade level assignments.

### **Texas Academic Skills Program (TASP)**

Any student that is a junior or a senior that is planning to enter college when they graduate must take this test.

CLEP, TASP, ACT, SAT, and PSAT registration packets are available in the counselor's office.

## PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

--Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

--Review the information in the student handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the Directory Information Notice. A parent with questions is encouraged to contact the principal at 928-2294.

--Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.

--Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 928-2294 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or a mutually convenient time before or after school.

--Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.

--Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admissions, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child.

--Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety, (2) relates to classroom instruction or a co-curricular or extra-curricular activity, or (3) relates to media coverage of the school as permitted by law.

--To request a transfer of your child to another classroom or campus if your child has been verified by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341

--To request a transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. See policy FDD(Local).

--Become a school volunteer.

--Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: booster clubs.

--Offer to serve as a parent representative on the District-level or campus-level planning committees formulating goals and plans to improve student achievement.

--Attend Board meetings to learn more about District operations, including the procedures for addressing the Board when appropriate.

1. Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and **School Health Advisory Council** on page 36]

## 2. **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or part by the U. S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.

- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

### 3. “Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA]
- Display of your child’s artwork, projects, and other special work products:  
As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

4. To remove you child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

5. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 43 and policy EC.]

6. To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

7. To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.]

## PERSONAL INFORMATION

Information concerning all students’ names, addresses, and telephone listings are considered public information. Should you desire your child’s name, address, or phone number not be released, please notify the campus principal within ten days after school starts.

## PEP RALLIES

The real key to a successful pep rally is student participation. Please observe the following:

1. Please move into the gym as quickly as possible; time is limited.
2. All students who attend the pep rally will stand for the school song to show respect to Cayuga High School.
3. This is a pep rally, but you should be quiet when others are being introduced, coaches and cheerleaders are making points, and introducing players as well as students and fans.
4. The real purpose of the pep rally is to instill school spirit in the players as well as students and fans.
5. Remember, we want to show our Wildcat teams, their coaches, and the cheerleaders that we are behind them 100%. Your behavior and attitude is often the key to victory. **HAVE THE SPIRIT.**

## **PERSONAL PROPERTY**

Students are not allowed to bring radios, tape players, electronic games, skateboards, or other similar items to the school campus except when permission is granted for special situations. These items are not allowed before, during, or after school hours. Failure to follow guidelines will result in them being taken up.

The District prohibits students from possessing paging devices, including cell phones, inside school buildings between the hours of 8:00 a.m. and 3:05 p.m. Two exceptions are: (1) students may leave a cell phone at the office, upon arriving at school, for use after school, or as approved by the principal for a legitimate emergency reason; or (2) cell phones may be kept in the student's personal vehicle during school hours. Consequences for violation of this rule shall be as follows:

- 1<sup>st</sup> offense – The phone is collected from the student and sent to the principal's office with discipline referral. The student is allowed to get the phone at the end of the same school day. (1 disciplinary point assigned)
- 2<sup>nd</sup> offense – The phone is collected from the student and sent to the principal's office with discipline referral. The phone will be held until it is collected, in person, by a parent. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (2 disciplinary points assigned)
- 3<sup>rd</sup> and subsequent offenses – The phone is collected for the student and sent to the principal's office with discipline referral. The phone will be held until collected, in person, by a parent. A \$15.00 fee will be charged to the owner of the device or student's parent before releasing the device. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (3 disciplinary points assigned)

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES BELONGING TO STUDENTS.** Students should not take money or other valuables to the gym during P.E. class or athletics.

## **PHYSICAL EDUCATION CREDITS**

Only two physical education credits or PE equivalent classes (such as Athletics) may count toward graduation credits. **EXAMPLE** – If a student is in athletics four (4) years or four (4) credits, only two full years or two credits will count toward state graduation requirements.

*Physical Fitness Assessment:* Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, parents will receive their student's physical fitness assessment conducted during the school year.

## **PLEDGES OF ALLEGIANCE AND A MOMENT OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the campus principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledge. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **POSTERS AND SIGNS**

The principal must first approve posters and signs that students wish to display. Students who display posters without approval shall be subject to disciplinary action.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.

## **PREGNANT STUDENTS**

The District shall provide for maintaining the education program of pregnant students. Students who, for an appropriate period of time, desire to continue their education may be provided services through the special education program. The District may also provide alternative settings or other services to pregnant students using other than special education funds.

This decision whether to continue in the regular school program or in an alternative setting shall rest with the student.

## **PROMOTION AND RETENTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course of grade level. To earn credit in a course, a student must receive a grade of 70 or above based on course-level or grade-level standards. A Personal Graduation Plan (PGP) will be prepared for any student in high school who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. For additional information, see the counselor and/or policy EIF

## **PUBLICATIONS**

Distribution of written materials may be restricted. All student publications and other written material intended for distribution to students shall be submitted for prior review.

### **Publications**

All publications edited, printed, or distributed in the name of or within the district school shall be under the control of the school administration and the Board of Trustees. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the district for their schools. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the superintendent's approval.

Students who have a complaint regarding the procedures or style of a school-sponsored publication shall present that complaint in accordance with local policy.

### **Non-School Publications**

The district's classrooms during the school day are provided for the purposes of delivering instruction to students. Classrooms shall not be used for distribution of any materials over which the school does not exercise control. Hallways are provided for the purpose of facilitating movement of students. Hallways shall not be used for the distribution of any materials over which the school does not exercise control.

Materials over which the school does not exercise control that have been approved for distribution to students may be available to students in accordance with restrictions developed and approved by the campus principal.

## **PUBLIC DISPLAY OF AFFECTION**

Students should conduct themselves in a dignified manner at all times while at school or school-sponsored events. To preserve this dignity, students should not participate in any public displays of affection including hand-holding.

Please save your expression of fondness for a more appropriate setting.

### REPORT CARDS

Report cards are issued at the close of each six weeks and must be signed and returned to school personnel. Report cards will be sent out for each six weeks on the following dates:

October 8th	1 <sup>st</sup> Six Weeks	February 18 <sup>th</sup>	4 <sup>th</sup> Six Weeks
November 12 <sup>th</sup>	2 <sup>nd</sup> Six Weeks	April 15 <sup>th</sup>	5 <sup>th</sup> Six Weeks
January 7 <sup>th</sup>	3 <sup>rd</sup> Six Weeks		

End of year grades or report cards will be mailed if a self-addressed stamped envelope is brought to the high school office or they can be picked up during the summer.

If in any class or subject a student receives a grade equal to less than 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent. In an attempt to schedule a conference between a teacher and a parent, the District shall give the parent at least two alternative dates for the conference. This policy does not apply to a student who is married, an emancipated minor, or an adult living alone.

At the end of the first three weeks of a grading period, the teacher shall send a grade report to the parent or guardian showing all the student's grades. The school shall mail notices of any failures to the parent or guardian and will provide dates and times for a parent-teacher conference.

### RETEACH/RETEST

1. Anyone who scores below 70 on a TEKS based test may take a retest or a makeup test.
2. This retest/makeup test is to be given at the instructor's convenience. This need **not** be during the student's regular class time.
3. The student must arrange for this test in advance.
4. The student **MUST** take the retest/makeup within 5 class days of his failure or return to school.
5. A **retest** will have a ceiling of 70. There is **no** ceiling on a **makeup** test given after a legitimate absence. If a student fails to keep the retest appointment, the teacher is under no further obligation and the original failing grade will stand.
6. Reteaching addresses the lack of mastery for TEKS based information. Teachers in their planning and assessment decide when reteaching will occur.
7. **Make-up Work Policy**  
Students shall be permitted to make up work due to absences. It is the student's responsibility to find out the assignment and make-up work within the period of time designated by the teacher or principal. With an absence, the student has an equal number of days for make-up work (1 day absence, 1 day make-up). With an absence: (1) students will be assigned a date to make up tests as per teacher instructions and (2) for co-curricular or extra-curricular absences, students will have until the next class meeting to turn in daily assignments (this does not include long-term major assignments with previously assigned due dates). Previously assigned work, before the absence, will be due on the first day back in class. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

### SCHEDULE CHANGES

A student may not choose another course after four (4) class days of a semester, unless a recommendation comes from a teacher or counselor and is related to the student's ability level in that particular course.

### SCHOOL BUS CONDUCT

The rules of conduct for students while being transported by buses owned, operated, or controlled by the District shall be followed. These rules have been formulated to provide the safest and most efficient transportation of students to and from school and/or related activities. Any violation of the rules will be reported by the bus driver to the Transportation Director on a Bus Conduct Report Form. The Transportation Office will then contact the respective principal for corrective action. All principals are directed to enforce the safety rules by the appropriate

action which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

A copy of the Bus Rules and Bus Disciplinary Code will be sent home with students the first week of school. Parents will be provided a copy of the rules and disciplinary code for future reference. Students and parents shall sign the Bus Rules and Bus Disciplinary Code. A copy of the Bus Rules and Bus Disciplinary Code that have been signed will be kept in the Transportation Office.

Below is a partial list of the rules and violations for School Bus Conduct. The rules are as follows:

1. Be at the bus stop on time.
2. Stay off the road at all times. Do not destroy personal property.
3. Wait until the bus comes to a complete stop before boarding.
4. **The driver is in full charge of the bus and students. Students must obey the driver promptly and at all times.**
5. Outside ordinary conversation, classroom conduct and behavior is to be observed on the bus at all times.
6. No students will be allowed to have any type of tobacco or alcoholic product or drugs on the bus at anytime.
7. Drivers have the authority to assign seats to any or all students.
8. No animals or insects will be permitted on the bus.
9. Students must not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus before boarding or after departing the bus.
10. These rules and regulations apply to any trip under school supervision.

Students who refuse to obey the Bus Rider Rules will be dealt with as follows:

1<sup>st</sup> Violation

A verbal warning by the bus driver and a Bus Conduct Report sent to the principal and parent.

2<sup>nd</sup> Violation

Bus Conduct Report sent to the principal for corrective action to include discussion of the offense and the corrective behavior needed. Parent conference will be required.

3<sup>rd</sup> Violation

Bus Conduct Report sent to the principal. Student may be suspended for one to three days from the school bus. Principal verbally, and with Bus Report, notifies parent of the suspension.

4<sup>th</sup> Violation

Bus Conduct Report sent to the principal. Student may be suspended ten days from the bus. Principal verbally, and with Bus Report, notifies parent of suspension.

5<sup>th</sup> Violation

Bus Conduct Report sent to the principal. Student will receive automatic suspension for up to one semester from the bus. Should violation occur within ten days of the end of the first semester, suspension will be extended through the second week of the second semester.

**A student may automatically be suspended from the bus for a period of up to one semester for the following offenses:**

1. Having in his/her possession alcoholic beverages, drugs, and any type of weapon.
2. Using tobacco, drugs, or alcohol.
3. Using offensive language or hand gestures to the driver.
4. Threatening or touching the bus driver in any way with the intention to do bodily harm.

### SCHOOL TRIPS

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests the student be allowed to ride with the parent or guardian. **\*\*Students will not be permitted to ride from an event with any one**

**except the parent or guardian.** The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. The superintendent or his designee may make exceptions to the rule.

In order to take a field trip, the sponsoring teacher must get permission from the building principal. Bus requests must be submitted a minimum of one week before the trip.

The sponsoring teacher shall adhere to the following when planning an education trip:

1. A parent of each student taking the trip must sign permission form.
2. Students shall not be permitted to go swimming, fishing, or near a body of water.
3. A minimum of one sponsor for every ten students shall accompany students on the educational trip unless otherwise authorized by the principal. No school age student in another class may accompany a sponsor.
4. A schedule of the day's planned activities shall be presented to the principal.
5. Students shall adhere to the dress code on trips.

Overnight trips must be presented to the principal for his approval. The principal then submits the request to the superintendent who will get approval from the School Board.

### **SEARCHES**

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Areas such as lockers, which are owned by the district and jointly controlled by the district and the student, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden or that would lead school officials to reasonably believe that it would cause a substantial disruption.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.  
(FNF)

### **SOCIAL ACTIVITIES**

1. One dance or party for each class shall be permitted.
2. There will be no shoes worn in the old gym, only socks.
3. Each student may invite one guest to a class dance. The guest must be enrolled in Cayuga High School, grades 9-12.
4. For the prom, juniors and seniors may invite one outside guest. This guest must have prior approval from the principal or his designee.
5. For the homecoming dance, all students in grades 9-12 and Cayuga Exs may attend. Juniors and seniors may invite one outside guest. They must have prior approval by the sponsor and the principal.
6. After entering the building, each person must remain inside until the party or dance is over.
7. A student attending a social activity will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
8. One sponsor and a law enforcement officer will be at the doors at all times.
9. There will be no dances open to the public.

### **SPECIAL PROGRAMS**

Cayuga ISD provides special programs for handicapped, gifted/talented, and bilingual students. Students or parents with questions about these programs should contact the principal and/or a guidance counselor.

### **SPORTSMANSHIP**

Cayuga High School has an excellent reputation for being able to win or lose in a gracious manner. It is up to each of you to maintain this tradition. Poor sportsmanship at any athletic contest reflects on all of us. Because students from a visiting school display poor sportsmanship is no reason for us to reciprocate.

## **STUDENT COUNCIL**

The student council is to promote better cooperation in extracurricular activities; to establish higher standards of character, leadership scholarship, and school spirit; to create a more harmonious relationship between students, faculty and administration; and to provide an outlet for student opinion. Your homeroom representative is your channel to the council for your suggestions.

## **STUDENT ELECTIONS**

In all elections, any candidate must have a majority of votes to win.

1. Class, club, or organizations may use secret ballot or a show of hands to elect its officers or representatives.
2. School-wide elections in grades 9-12 will be conducted as follows:
  - a. Students will vote by secret ballot.
  - b. The election will involve the entire student body.
  - c. This election will be conducted, supervised, and counted by teachers selected by the principal and student council members selected for this purpose.

## **STUDENTS ELIGIBLE FOR ENROLLMENT**

1. Only students who are bona fide residents of the school district or who have legally transferred from another school district are eligible to attend Cayuga High School. Residence of a minor shall be the residence of the parent or guardian; residence of a student 18 years or older shall be the residence at which the student resides. Minor age students may be required to have an adult sign a form accepting parental responsibility for the student if not living with the parent or the guardian. The principal shall determine if the student meets the residence criteria for entrance, and shall make the decision of whether the residence is bona fide or merely ostensible. The use of methods or misleading information to circumvent this residency requirement will result in the student's non admittance or immediate withdrawal.
2. A student shall have satisfactorily completed 8<sup>th</sup> grade requirements or have been recommended by the previous school for acceptance into high school. The principal shall make the decision regarding extenuating circumstances, etc. The Texas Education Code requires districts to send a copy of the expulsion order along with other student records to another district if a student enrolls in that district before the student's expulsion period has expired.
3. A student may attend Cayuga High School by applying and being approved by the Board of Trustees and the Texas Education Agency as a transfer student. Local Board Policy FE sets guidelines for tuition fees and regulations.

## **STUDENT RECORDS**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parent may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate education interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal or Superintendent is custodian of all records for currently enrolled students at the assigned school. The principal or Superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is P. O. Box 427, Cayuga, TX 75832. The addresses of the principals' offices are: P. O. Box 427, Cayuga, TX 75832.

A parent (or student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 44, and **Student or Parent Complaints and Concerns** on page 19 for an overview of the process.]

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 44 and **Student or Parent Complaints and Concerns** on page 19 for an overview of the process.]

## SUMMER SCHOOL

Summer school for students enrolled at Cayuga High School is specifically for remediation or advancement. Students may take a class during the summer to make-up a high school credit they have failed. Students may, also, take a summer class for advancement to graduate early. If summer classes are taken to graduate early and the student decides not to carry through with early graduation plans, those classes taken must be repeated at Cayuga High School. All classes taken must be approved prior to enrollment in the class (board policy) by the principal or counselor. A letter from the student's parents must be on file in the counselor's office.

## TARDINESS

4 Tardies (in a semester)                      All tardies above the allowed 4 will result in one day ISS for each.  
**4 tardies equal 1 absence for exemption purposes.**

Tardiness seriously interferes with the work of the student and of the school. In order to secure punctual and regular attendance, the cooperation of both student and parent is requested. It may be necessary for the principal to confer with the student and his/her parents if tardiness is excessive.

If a teacher detains a student, it is the student's responsibility to secure a written note from the detaining teacher. Late buses will be announced; therefore, students should go directly to class upon arrival.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

**For beginning Freshmen 2001-02 and thereafter.** Grade 11 test required for graduation.

- Mathematics including at least Algebra I and Geometry with the aid of technology
- English language arts including at least English III and writing
- Social studies including early American and U. S. History
- Science including at least biology and integrated chemistry and physics with aid of technology

Will measure mastery of minimum skills necessary for high school and readiness to enroll in higher education. Students who do not perform satisfactorily on any of the four tests will have six opportunities to retest before graduation.

### **TELEPHONE**

Permission to use the school telephone during school hours must be secured from the office. Do not expect to be called to the telephone during class hours except in case of an emergency.

### **TEXTBOOKS**

Textbooks are furnished to students for use in courses of study. Textbooks, by State Law, should be covered at all times and students are expected to take care of the textbooks issued. A student(s) who loses or damages a textbook should contact the principal's office to pay for damages or loss. A student's failure to pay for damaged textbooks previously issued shall forfeit his/her right for issuance of future textbooks. To prevent loss of textbooks, it is expected that students keep their lockers locked.

### **TRANSCRIPTS**

The District shall use the academic achievement form (transcript) adopted by the States Board of Education. This form shall serve as the academic record for each student and shall be maintained permanently by the District. Copies of the record shall be made available to students transferring to another district. The District shall respond promptly to all requests for student records from receiving districts.

Students who complete high school graduation requirements shall have attached to the academic achievement record the State Board approved seal indicating which high school program was completed.

### **TUTORIALS**

Cayuga High School will offer tutorials for students failing subjects in English, mathematics, science, and social studies. These required tutorial sessions are provided for the student's benefit during each school day.

### **VANDALISM**

Students shall not vandalize, damage, or deface any property belonging to or used by the district, including any vehicle used to transport students. Parents of students guilty of damaging school property shall be liable for damages in accordance with the law. Students shall be responsible for the care and return of stated-owned textbooks and will be charged for replacement of lost or damaged textbooks unless other provisions are made by the principal.

### **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search vehicles parked on school property if there is reasonable cause to believe they contain articles or materials prohibited by district policy. Students shall be responsible for any prohibited items found in their vehicles parked on school property.

If the vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the district shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may contact local law enforcement officials and turn the matter over to them. The student may be denied permission to park a car on school property.

#### **VIDEO CAMERAS**

For safety purposes, video equipment may be used to monitor student behavior in the hallway, common area, parking lots and cafeteria. Students will not be told when the equipment is being used. The principal will review the video recording routinely and document student misconduct. Discipline will be in accordance with Student Code of Conduct.

#### **VISITORS AT SCHOOL**

Visitors shall be welcome to visit all schools. Visitors must check in the office of the principal upon arrival. Visitors will not be permitted to visit classrooms or areas to disrupt instruction of students. Please schedule teacher visits during teacher conference times when possible.

#### **WITHDRAWALS**

Any student who withdraws from school must come to the principal's office to obtain a withdrawal form. His/her parent or legal guardian must sign the form. If the parent/guardian sends a note to give his/her permission, he/she will be called for verification. **NO STUDENT 18 OR UNDER MAY CHECK HIS/HERSELF OUT OF SCHOOL.** Students withdrawing from school will need to have the form signed by all teachers and turn in all textbooks, uniforms, fees, etc., to his/her teachers.

#### **WORK-STUDY PROGRAM FOR STUDENTS**

A full-time student is required to attend all class periods during the school day. A student is required to be enrolled in at least five academic classes. The building principal and an appointed attendance committee must approve exceptions to the above state rules. All students are required to attend school all day except work-study program students. Work-study students are not to return to campus after completing the academic school day. If they are not working on a given day, they are to go home.